

Transmittal Letter to Accompany Performance Questionnaire (Sample)
[TO BE COMPLETED BY OFFEROR]

RFP FA8818-04-R-0010
SECTION L ANNEX 3

MEMORANDUM FOR: [OFFEROR'S POC]

FROM: [OFFEROR'S ADDRESS AND POINT OF CONTACT]

SUBJECT: Past Performance Questionnaire for Contract(s) _____.

1. We are currently responding to the Department of the Air Force (AF), Space & Missile Systems Center (SMC), Detachment 12, Rocket Systems Launch Program (RSLP) Request For Proposal (RFP) FA8818-04-R-0010 for the procurement of responsive small spacelift services. This RFP is being conducted as a Source Selection and specifically requires that we, as an offeror, do the following:

The offeror shall send out, and track the completion of, the Past Performance Questionnaire to the offeror's customers', critical subcontractors', teaming subcontractors' and/or joint venture partners' (POCs). The responsibility to send out and track the completion of the Past Performance Questionnaires rests solely with the offeror - i.e., it shall not be delegated to any customers, subcontractors, team contractors, and/or joint venture partners. The offeror shall exert its best efforts to ensure that at least **two POCs**, per relevant contract, submit a completed Past Performance Questionnaire **directly to the Government not later than (date-15 days after release of Final RFP) and no earlier than release of the final RFP**. Each of the offeror's POC's shall **telefax** its completed Past and Present Performance Questionnaire directly to:

SMC Det 12/PKS
ATTN: Ms. Cassandra Caputo
3548 Aberdeen Ave SE
Kirtland AFB NM 87117-5778
Phone: (505) 853-1750
Fax: (505) 846-6260

Mailing the questionnaire(s) to the address above is an acceptable alternative method of transmission.

If mailing, the outside envelope must be marked as follows as well as the coversheet if faxing:

NOTE: TO BE OPENED BY ADDRESSEE ONLY
SOURCE SELECTION INFORMATION - See FAR 3.104
FOR OFFICIAL USE ONLY

2. We have identified subject contract(s) as relevant to this acquisition and you as our POC. As such, please take a few moments of your time to fill out the attached questionnaire and send it directly back to Kirtland AFB. The information contained in the completed Past Performance Questionnaires is considered sensitive and cannot be released to us, the offeror. If you have any questions about the acquisition or the attached questionnaire, your questions must be directed back to the Government's points of contact identified above. Thank you for your timely assistance.

Sincerely,

Attachment(s)
Past Performance Questionnaire

[OFFEROR'S POINT OF CONTACT]

SOURCE SELECTION INFORMATION - See FAR 3.104
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